



Maryland Judiciary

Job Announcement

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OPEN TO CURRENT CIRCUITCOURT FOR BALTIMORE CITY EMPLOYEES ONLY

Opening Date:	October 1, 2015	Closing Date:	October 15, 2015
Job Title:	Courtroom Clerk, Lead	Position Type:	Regular, Full Time
PIN:	060075, 069331	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Salary:	J08 \$34,720 - \$56,493 (Depending on Qualifications)
Financial Disclosure:	No		

Essential Functions: Performs all courtroom clerk duties to include jury selection duties, administering oaths and completing court costs in the Courtroom Clerks Division. Works directly with management to provide new hires with full and complete training in all aspects of the courtroom clerk's position including: Preparing court dockets; File docket entries; Operate Court Smart video recording system; Interpersonal communications; and Preparing court orders. Provides additional coverage to the Editing Department. Provides bi-weekly progress reports on trainee progress and completion.

The Courtroom Clerk Trainer is a specialized position requiring that the individual demonstrate a high level of accuracy, as well as full knowledge of civil and criminal court functions and procedures. The trainer is moved to various courts and different dockets frequently, to provide their trainee with various types of in-court experiences. The trainer also works with management to devise new and more efficient training techniques, updates for the courtroom clerks' manual, and provide extra coverage in the Editing Office.

Education: High School Diploma or GED.

Experience: Three years of clerical experience to include:

- A) Two years of experience working in a trial or appellate court or
- B) Two years of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

Notes: Applicants may substitute education in any field from an accredited college or university for up to two years of the required *clerical experience* at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, judicial studies, or a related field from an accredited college or university for the required *court experience* at the rate of thirty semester credit hours for each year of experience.

Skills/Abilities: Knowledge of court and legal terminology. Knowledge of office practices and equipment. Knowledge of court practices, procedures and policies. Ability to perform proficiently as a courtroom clerk. Ability to correctly interpret procedures, laws, rules and regulations. Ability to quickly assess and act upon potential emergency situations. Ability to work with significant time constraints and restrictive working conditions. Ability to calculate fines and costs, using basic mathematics. Ability to remain poised in stressful and pressured situations. Ability to exercise independent judgement to discern and record pertinent information. Ability to handle multiple tasks, prioritize work and accept change in work priorities. Ability to understand and carry out complex instructions. Ability to pay attention to detail, proofread and edit documents and docket entries. Ability to organize work and produce as received. Ability to work well with others in a team oriented environment. Ability to communicate effectively with staff, public officials and the general public. Ability to speak distinctively, by projecting voice to large groups of people. Ability to provide consistent, professional and courteous service. Ability to use tact in responding to staff, public officials and the general public. Ability to operate a PC. Ability to maintain and use detailed filing systems. Ability to lift up to 25 lbs. Ability to sit for extended periods of time. Ability to work additional hours outside a normal work schedule. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Baltimore City
Courthouse East, Room 412
111 North Calvert Street
Baltimore, MD 21202
Attn: Human Resources

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.